## Logo(Yoko_A_mono HI-IC)U.S.-Southeast Asia-Japan Collaboration and Exchange Initiative

# 

**CHECKLIST FOR COMPLETE APPLICATION**

**1. Application Form, completed and signed**

* Signatures are required from the Authorized Representative, Project Director, and Bursar.

JFNY accepts e-signatures.

\* These must be three separate individuals:

Authorized Representative is the individual within the applying institution who is legally responsible for administering grant funds.

Project Director is the individual responsible for the content and status of the project.

Bursar is the individual responsible for the financial reporting of the project.

**2. Detailed Budget Sheet**

* Please use the Japan Foundation budget sheet form (excel file).
* The excel form has a ‘Helpful tips’ tab that addresses common mistakes.
* A separate budget sheet is required for each requested grant year.
* Submit the excel version to JFNY via email.

**3. Project Narrative**

* Maximum five pages (single spaced, 12 point font)
* Include all of the following: objectives and significance of the project, participating organizations and individuals, anticipated outcomes to the applying institution as well as the counterparts in Southeast Asia and Japan, status of preparation, activity priorities within the project, benchmarks for project evaluation and sustainability/future plans.

**4. Project Timeline**

**5. Curricula Vitae**

* Please only use the Japan Foundation “Curriculum Vitae” form.
* A form must be included for each significant faculty participant.

**6. Letters of Support**

* This can include letters of support from the Applying Institution and letters of support

from collaborating institutions/individuals as applicable.

* Please address all letters to the Japan Foundation.

**7. Proof of 501(c)(3) status**

*Further details on these requirements can be found in the “Institutional Project Support (IPS) Program Application Guidelines and Instructions.”*

## Logo(Yoko_A_mono HI-IC)

RJS-WJ(US-SEA)

For fiscal 2026-2027

**U.S.-Southeast Asia-Japan Collaboration and Exchange Initiative**

Application Form

Date: (Yr.) (Mo.) (Day)

/ /

**I. Applicant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Applying Institution (e.g. university, institute)** | | | |
| In English |  | | |
| (In Japanese) |  | | |
| Address of  Institution |  | Legal Status |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Department (or Division, Center, Institute, etc.) that will conduct the project within the Applying Institution** | | | |
| Department  Name |  | | |
| Mailing Address |  | Telephone |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Authorized Representative/ Project Director/ Bursar** | | | |
|  | Authorized Representative | Project Director | Bursar |
| Name | Prof.  Dr.  Mr.  Ms.  \_\_\_ | Prof.  Dr.  Mr.  Ms.  \_\_\_ | Prof.  Dr.  Mr.  Ms.  \_\_\_ |
| Title |  |  |  |
| Mailing Address |  |  |  |
| Telephone |  |  |  |
| Email address |  |  |  |
| Signature |  |  |  |

**II. Project Outline**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project Title |  | | | | |
| Grant Period\* | Year/Month/Day | | Year/Month/Day | | Total number of months |
| from | | to | |  |
| Project Cost\* |  | Total Project Cost | | Amount Request from JF | |
| 1st year |  | |  | |
| 2nd year |  | |  | |
| 3rd year |  | |  | |
| Total |  | |  | |
| *\*All payments and reimbursements must be made within Grant Period.* | | | | | |
| Collaborating or Participating Institutions and Individuals (U.S., Southeast Asia, and Japan) | | | | | |
|  | | | | | |
| Project Abstract (200 word maximum; please provide further detail in the Project Narrative.) | | | | | |
|  | | | | | |
| If the institution has applied to other grant agencies for related projects, please provide specifics of year, agency, and results of application (including pending) | | | | | |
|  | | | | | |

**III. Outline of the Applying Institution**

RJS-KX (US-SEA)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Names of Departments Offering Courses in Japanese Studies |  | | | | | | | |
| Number of Faculty Engaged in Japanese Studies | Professors | | | | | Other | | |
|  | | | | |  | | |
| Number of Students in Japan-focused degree programs | Undergraduate | | | Master’s Course | | | Doctoral Course | |
|  | | |  | | |  | |
| Year of Dept. Establishment |  | | | | | | | |
| Academic/Institution Calendar (day/month) | | | | Fiscal Calendar (day/month) | | | | |
| from | | to | | from | | | to | |
| **1. Outline the history and the current status of the program in Japanese Studies within the department. Please identify the prioritized fields, if any.** | | | | | | | | |
|  | | | | | | | | |
| **2. List all the academic degree titles offered in Japanese Studies within the applying institution.** | | | | | | | | |
|  | | | | | | | | |
| **3. List or attach an appendix of all Japan-related courses taught by relevant faculty within the past three years.** | | | | | | | | |
| Course Titles | | | Name and Title of Professor | | Student Enrollment | | | Number of Japan-related library collections |
|  | | |  | |  | | | Printed in Japanese: |
| Printed in other languages: |
| **4. List all grants received from the Japan Foundation New York, Japan Foundation Los Angeles, and the Center for Global Partnership (CGP) within the past ten years, if any.** | | | | | | | | |
|  | | | | | | | | |

|  |
| --- |
| **Future direction and prospective of the Japanese Studies Programs at the Applying Institution**  \*Please describe the current trends and future direction of the program, in terms of fields & subjects, kinds & number of courses, numbers of faculty members & students, budget plan, including fundraising, etc. |
| **1. Short-term prospects for three to five years** |
|  |
| **2. Long-term prospects for ten to twenty years** |
|  |